



DODGE CORRECTIONAL INSTITUTION



FY 2023 ANNUAL REPORT

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MESSAGE FROM THE WARDEN

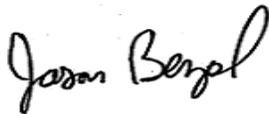
Welcome to the Dodge Correctional Institution (DCI) Annual Report for Fiscal Year 2023 (FY23). Our annual report allows us an opportunity to reflect on achievements and challenges and to look expectantly to our future. The accomplishments in this report signify the dedication and ability of DCI staff to support the mission of the Department of Corrections (DOC) and the purposes of DCI.

Staffing concerns within the uniform/security ranks continue to be a large challenge. The last year has continued a trend of ever-growing vacancy rates. Despite these challenges, DCI continues to find ways to provide quality services to the population. Some of the methods for staffing include creating various schedules to provide staff additional opportunities to address their work life/life balance and allowing non-uniform staff work these jobs assuming the required training criteria has been met. In addition, all departments have continued reviewing internal practices to identify quality improvement opportunities. Every Person in Our Care (PIOC) who can be treated onsite for medical/clinical needs on-site instead of having to go off-site provides staffing relief. The DOC as a whole continues to work on recruitment to lower the vacancy rates.

This year we again expanded our video court/phone ability with the installation of five office privacy pods. In addition to providing more capacity, these privacy pods also give confidentiality for our stakeholders and population during these important interactions with less background noise. Similar to the savings DCI gains by reducing medical transportation trips, the reduction of court related trips helps our community partners with their transportation costs as well.

DCI staff consistently rise to the occasion when faced with adversity by finding creative solutions for many trials. We will continue to look ahead and move forward to meet the needs of those we serve - the citizens of Wisconsin. We are committed to working together to ensure a safe environment for all.

Thank you for taking time to review this report regarding the scope of services offered at DCI. The dedication and commitment of our staff to the State of Wisconsin is evident in these pages.



Jason D. Benzel
Warden



Daisy Chase
Deputy Warden

PURPOSE STATEMENT

The primary purpose of Dodge Correctional Institution (DCI) is to serve as the central reception center for all adult male PIOC's sentenced to prison. DCI promotes safe communities and institution safety through humane custodial treatment and supervision of PIOC's. DCI staff work collaboratively with staff from the Bureau of Offender Classification and Movement to complete a comprehensive assessment and evaluation of each PIOC, determining program needs, custody level and institution placement. In addition to this classification process, PIOC's transitioning through DCI participate in an orientation to the WI DOC and begin adjusting to and learning how to navigate a correctional environment, since many PIOC's are just beginning to acknowledge the impact of their sentence. PIOC's are supported as they transition into their incarceration and the challenges they may encounter, so that they can move forward into case planning and reintegration efforts.

In support of this mission, Dodge Correctional Institution has the following broad responsibilities:

1. To receive and facilitate the assessment of adult male PIOC's sentenced to prison by the court. This process includes admission, initial record development, medical and mental health screening, and initial classification of PIOC's.
2. To provide safe and secure centralized transportation services for the Division of Adult Institutions.
3. To supervise the movement and restrict the freedom of PIOC's to the extent necessary to ensure public, staff, and PIOC safety.
4. To provide training, work experience, coping skills, and other programs and services which enable and encourage constructive PIOC participation and prepare for the eventual reentry of the individual PIOC's in the community.
5. To monitor and audit institution operations and programs for general effectiveness and achievement of specific results.
6. To administer Wisconsin State Statutes, Department of Corrections Administrative Rules, and Division of Adult Institutions policies and procedures.
7. To plan, coordinate, and administer a complex, multi-disciplinary and diverse workforce. To provide leadership that is proactive, innovative, supportive and responsive.
8. To ensure that health care and psychological services are provided to PIOC's consistent with professional, community, and correctional health care standards.
9. To manage resources in the most efficient, effective, and practical manner consistent with the attainment of institution goals.

AMERICANS WITH DISABILITIES ACT (ADA)

DCI is committed to providing a facility that is compliant with the Americans with Disabilities Act of 1990. No qualified individual with a physical and/or mental disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the DOC or be subjected to discrimination on the basis of disability. Available DOC programs, services, and activities, when viewed in their entirety, will be accessible to and usable by individuals with disabilities.

INSTITUTION FACTS

Date opened	1978	Operating budget	\$59,132,306.42
Number of acres	57	Monies collected	
Security level	Maximum	Restitution	\$65,830.20
Operating capacity	1,165	Court ordered obligations	\$26,297.56
Current population	1,597	Child support	\$100,038.51
FY23 intake	6,294	Victim/witness	\$10,820.03
Transportation		DNA surcharge	\$19,561.82
PIOC transfer	10,767	Child pornography surcharge	\$160.26
Emergency medical	77	Medical co-pay	\$13,438.83
Medical	217	Legal loans	\$933.41
Miles	249,642	PLRA filing fees	\$7,026.35
Releases:	193	PIOC accepted complaints:	1,120
Additional releases from County Jail	186	Returned complaint submissions	920
PIOC deaths: (Infirmary)	12	Conduct reports	
Correctional officers/sergeants:	391	Minors:	773
Non-uniform staff & security supervisors	135.5	Appeals-minors:	35
Non-uniform out posted staff:	88.45	Majors:	682
Offender to staff ratio:	2.2:1	Appeals-majors:	23
		PIOC workers in general population	250

INSTITUTION CONTACTS

ADA Coordinators:	Kelly Salinas	(920) 324-6529
Backup:	Jenny Stadtmueller	(920) 324-6276
LEP Coordinator:	Jenny Fuerstenberg	(920) 324-6274
COMPAS Coordinator:	Tonya Lont	(920) 324-6365
Backup:	Gabrielle Strook	(920) 324-6306
PREA Coordinator:	Brandon Mason	(920) 324-6585
Backup:	Brian Greff	(920) 324-6248



ACRONYMS

AA	Alcoholics Anonymous
ADA	Americans with Disabilities Act
AODA	Alcohol and Other Drug Abuse
BOCM	Bureau of Classification and Movement
CBP	Cognitive Behavior Programming
MD	Crisis Negotiations Team
COMPAS	Correctional Offender Management Profiling for Alternative Solutions
COVID-19	Corona Virus Disease
CPS	Certified Peer Specialist
CRO	Central Records Office
DAI	Division of Adult Institutions
DCC	Division of Community Corrections
DCI	Dodge Correctional Institution
DJC	Division of Juvenile Corrections
DOC	Department of Corrections
DVC	Domestic Violence Counseling
EMP	Electronic Monitoring Program
ERU	Emergency Response Unit
FLCI	Fox Lake Correctional Institution
FY	Fiscal Year
GP	General Population
HSU	Health Services Unit
JBCC	John Burke Correctional Center
LED	Light-Emitting Diode
LEP	Limited English Proficiency
MD	Doctor of Medicine
NLCI	New Lisbon Correctional Institution
NP	Nurse Practitioner
OCI	Oshkosh Correctional Institution
PA	Physician's Assistant
PDCI	Prairie de Chien Correctional Institution
PIOC	Persons in Our Care
POA	Power of Attorney
POSC	Principles of Subject Control
POW/MIA	Prisoners of War/ Missing in Action
PRC	Program Review Committee
PREA	Prison Rape Elimination Act
PSU	Psychological Services Unit
RN	Registered Nurse
RH	Restrictive Housing
SCI	Stanley Correctional Institution
SMU	Special Management Unit
SOAP	Sex Offender Assessment Program
STG	Security Threat Group
SUD	Substance Use Disorder
TIC	Trauma Informed Care
URG	Umbrella Religion Group
UW	University of Wisconsin
WCA	Wisconsin Correctional Association
WICS	Wisconsin Integrated Corrections System
WSPF	Wisconsin Secure Program Facility

COMMUNITY & CORRECTIONS RELATIONS BOARD

The focus of the Waupun Community & Corrections Relations Board is to promote positive communications between Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center and the local community. It serves as a forum for providing public information and education, sharing issues and concerns, and dealing with items of mutual interest. The first meeting of the board was held on January 27, 1992. The board meets three times per year or as concerns arises.

Jason Benzel, Warden
Dodge Correctional Institution

Honorable Steven Bauer
Dodge County Circuit Court

Randall Hepp, Warden
Waupun Correctional Institution

Honorable Kristine Snow
Branch IV Judge

Nicholas Redeker, Superintendent
John C. Burke Correctional Center

Kurt Klomberg, District Attorney
Dodge County

Daisy Chase, Deputy Warden
Dodge Correctional Institution

Kathy Schlieve, City Administrator
City of Waupun

Emily Propson, Deputy Warden
Waupun Correctional Institution

Angela Hull, City Clerk
City of Waupun

Mary Wendel, Field Supervisor
Division of Community Corrections

Rohn Bishop, Mayor
City of Waupun

Makayla Hopp, Pharmacist Supervisor
DOC Pharmacy

Alexandra Gago, Representative
SSM Health Waupun Memorial Hospital

Scott Loudon, Chief
Waupun Police Department

Nicole Gill, Vice President Patient Care Serv.
SSM Health Waupun Memorial Hospital

Jeremy Rasch, Deputy Chief
Waupun Police Department

Steven Hill, Superintendent
Waupun Area School District

Dale Schmidt, Sheriff
Dodge County

Senator Dan Feyen
18th Senate District

Peggy Novak, Coordinator
Dodge Co. Victim/Witness Assistance

Representative Michael Schraa
WI State Assembly

Amanda Pulvermacher, Director
Dodge County Emergency Management

Mike Thurmer
Interested Citizen

Joe Meagher, Deputy Director
Dodge County Emergency Management

BJ DeMaa, Fire Chief
Waupun Fire Department

Matt Bartol, Coordinator
Dodge County Emergency Management

Wesley Ray, Correctional Services Manager
BCE Correctional Farms

Tim Lakin, Chief of Staff
WI State Assembly

J. Bur Zeratsky, Executive
National Rivet & Manufacturing Co.

INSTITUTION ACCOMPLISHMENTS

- Food service is serving approximately 5,100 meals per day; 1,861,500 meals a year. Our bakery makes about 169,227 servings of bread per year, about 58,171 gallons of milk, about 51,000 pounds of onions and about 42,360 pounds of lunch meat were served during FY23. When we make a casserole, we make 110 gallons per meal. Food Service prepares approximately 90 various medically prescribed and religious diets.
- DCI has three gardens and grows a variety of vegetables. The department processed approximately 13,094 pounds of garden vegetables in FY23; this has reduced the purchasing of some vegetables and canned tomato products.
- DCI successfully implemented Telehealth for observation and restraint reviews.
- DCI successfully passed their DOJ PREA Audit this year. In prep for this, we trained over 200 uniformed and non-uniformed staff in PREA best practices and policy.
- DCI held its annual Correctional Employees Appreciation Week. There were a number of local businesses and supervisors who helped support the events. Several members of the management team and a few members of the Workplace Enhancement Committee threw on some aprons and grilled up some delicious burgers and brats during the week. Meals, treats, gifts, and awards were handed out throughout the week. These are just a small way to show appreciation for their hard work and to improve employee morale.
- There were 7,262 professional visits which include attorney calls and court calls done via phone, Zoom or in person for FY23.

SECURITY

The Security Department at Dodge Correctional Institution is overseen by the Security Director with the mission to ensure the general safety of the public, staff, and PIOC's, both within and out of the institution while partnering with all disciplines to meet the operational needs of the institution. There is an emphasis on ensuring a positive environment for an ever-growing population; which meets and supports the vision, mission, and values of the DOC.

Staff, Discipline & Training

There is a total of 21 Security Supervisors who oversee 29 housing units and 391 correctional officer and sergeant positions. Daily inspections of housing units are performed for the purpose of ensuring a safe environment as well as eliminating unauthorized contraband. Security staff work in collaboration with every department at DCI. Security supervisors serve as liaisons to all areas of the institution to ensure sound security practices and overall safety.

The Centralized Transportation Unit and the Security Threats Group (STG) are both overseen by the Security Department. The Centralized Transportation Unit provides transportation for PIOC transfers to the entire DOC throughout the State of Wisconsin. They also provide transportation for medical appointments, vigils, and emergency trips. The STG Program identifies PIOC's who fall within a Security Threat Group.

The Security Department conducts investigations on necessary separations between PIOC's and/or alleged violation of institution rules. Investigations may parallel with law enforcement investigations when criminal activity may be present. Investigations are generated by staff incident reports, PIOC information, or outside sources of information. Penalties can range from warnings/informal counseling to written conduct reports up to, and including, criminal prosecution.

Incident Reports

A total of 2,530 incident reports were written in FY23, compared to 2,575 in FY22.

Restrictive Housing

DCI's restrictive housing unit operates at a high level. DCI has one, 50 cell restrictive housing unit, managing disruptive PIOC's from both general population and those in the initial classification process. DCI exercises alternatives to RHU at every opportunity and is only utilized out of necessity. The multi-disciplinary RH unit team consists of staff representing Security, Psychological Services, Health Services, and Social Services.

Peer Mentor Program

DCI initiated a Certified Peer Specialist Program (CPS) which began with 2 PIOC mentors. The program has now increased to 12 PIOC mentors to assist PIOC's with institution adjustment and transition to adult incarceration. Since the program was initiated in 2018, DCI has had over 2,500 PIOC participants involving over 12,400 sessions at DCI.

Training

The institution operates on a regular basis each day, with the exception of the 2nd Tuesday of each month which has been designated as a staff training day. On those days, the institution operates in a modified movement mode. Staff is afforded the opportunity to attend various training seminars on those days. Uniformed correctional personnel received additional training in Restrictive Housing operations, Principles of Subject Control (POSC), Emergency Response Unit (ERU), CNT, STG and Suicide Prevention. These seminars are in addition to the mandatory training sessions online and the training briefs that are sent out covering a variety of topics.

Emergency Response

DCI's Crisis Negotiations and Tactical Teams continue to perform at high levels. Both teams attend training sessions throughout the year to maintain a high level of emergency response readiness; often training in joint sessions with partner institutions. In spring, an in-house Tactical CNT exercise involving multiple disciplines within the facility was held at DCI.

SECURITY THREAT GROUPS PROGRAM

Security Threat Groups (STG), are defined as groups or an individual acting on behalf of a "gang" of individuals who threaten, coerce, or harass others and/or engage or encourage illegal or illicit activities on the part of group members or others. STG, by definition, are a threat to the public, as well as staff and offender safety, both within the institution and in the community.

DCI is the headquarters for the DOC STG Program and has the responsibility of identifying STG members as they enter DAI in order to alert other institutions. As of June 30, 2023, we were maintaining 31,804 confidential ongoing investigative files on PIOC's who have been identified as or are strongly suspected of being gang members. Out of the 31,804 there were 7,404 suspected and 24,400 confirmed gang members. These numbers have increased since June 2022. Of these 31,804 files, 5,866 (1,540 suspected and 4,310 confirmed), are for PIOC's currently incarcerated at state facilities.

Between July 2022 and June 2023, 707 newly suspected/confirmed members were identified; this was a decrease of 4 identified STG members from the 711 members identified in FY22. Between July 2021 and June 2022, the DCI STG office has entered 658 STG activities into WICS which is an available resource for DOC staff to review and add to throughout the PIOC's incarceration, and is also used by outside law enforcement. On the average, the DCI STG office conducts 130 interviews on new PIOC's every month. This year more than 1,585 interviews were conducted by the DCI STG office. The DCI STG office and team members review mail/email, phone calls and contraband daily.

DCI STG staff continues to train STG Coordinators, specialists, and individuals involved in STG identification from different institutions, DCC, DJC, and outside law enforcement. The training is interactive and provides

those individuals the opportunity to partake in the initial identification process beginning at Intake, doing PIOC interviews, and downloading information into WICS. There has been a lot of positive feedback from participants and this has opened avenues of communication.

DCI STG office are active members in several taskforce/work groups in the community such as FBI Prison Radicalization Workgroup, National Correctional and Custodial Intelligence Sharing Group, Midwest Gang Investigators, Fox Valley Regional Intelligence Group, and Milwaukee Area Intelligence Team, ATF Outlaw Motorcycle Taskforce, and have presented at the Midwest Gang Investigators Association State Conference.

Combined efforts between the WI DOC and outside law enforcement to include DCC agents have led to numerous convictions. Agencies are notified when members are released so the monitoring can continue. The DCI STG Office also supplies release reports to the DCC and other entities as needed.

INITIAL CLASSIFICATION

Initial Classification operates under the authority of the Bureau of Offender Classification and Movement (BOCM) in accordance with State Statutes and Department of Corrections policies. During initial classification staff gather pertinent background information and administer classification processes to assess the risk presented by the PIOC, and assign a custody level associated with housing and correctional practices that will enhance the safety of the public, staff, and PIOC.

Assessment tools are utilized to identify an individualized set of correctional programs that will reduce risk associated with the PIOC relative to their incarceration and enhance their successful reentry into the community.

The Offender Classification Specialist recommends placement of PIOC at Division of Adult Institution facilities, Division of Juvenile Corrections for some PIOC sentenced in adult courts but age appropriate for placement into juvenile facilities, Department of Health and Family Services facilities or contracted beds based upon custody level, program, or reentry needs of the PIOC that ensures efficient and best utilization of departmental resources associated with housing and programs.

Initial Classification utilizes the COMPAS Assessment Tool in the staffing process. COMPAS is an actuarial validated assessment tool that predicts likelihood to re-offend based on criminogenic factors gathered through a series of questions both administered by classification staff and self-administered by the offender. In addition, COMPAS results are used to identify program needs and prioritization for placement in programming.

Between July 1, 2022 and June 30, 2023, BOCM completed 6209 Initial Classification hearings.

RECORDS OFFICE

The DCI Records Office is responsible for the reviewing and processing of court documents and other legal paperwork in order to admit male offenders to the Wisconsin State prisons.

- The Records team conducted admission interviews, captured photos, electronically transferred fingerprints to the Criminal Investigation Branch of the Department of Justice, submitted social security information to the Social Security Administration and created inmate ID cards for 6,294 Persons in Our Care that were admitted to DCI.
- The Admissions team reviewed documents from the Court for approximately 6,294 PIOC to determine legal admission to DCI.
- Detainers: Served and processed 1,669 detainers.
- Releases: Processed 193 releases.
- Computations: Review and interpretation of Court produced documents to ensure the legal requirements per Wisconsin State Statutes and completed 4,670 computations. When necessary letters were written to the Court

asking for clarification. In addition, calculation of release dates for those PIOC whose sentences were served prior to admission were completed for 186 PIOC. These sentences were served at the time of sentencing by the Court.

- Receive and processed approximately 3,936 DOC-416 requests from DCC Agents for time available for revocation.
- Inmate Retention Program was underutilized by the counties during this cycle with a total of 15 PIOC admitted and one Act 89.

CENTRALIZED RECORDS OFFICE

The mission of the Centralized Records Office is to provide consistent department-wide review of sentence structures by proofing calculations at one centralized location.

During FY23, approximately 14,500 files were submitted to CRO for proofing and review of computations and letters.

CHAPEL

- Two full-time chaplains serve the PIOC at DCI. However, DCI only has had one chaplain position filled since July 2022 to the present.
- Offered nine different religious denomination services, nine religious studies and three advanced studies for GP PIOC.
- DCI rebuilt the sweat lodge with our Native American URG volunteer in August 2022.
- Distributed religious materials on a regular basis as well as about 500 Bibles and 25-30 Qurans per month.
- The Chapel continued to increase the collection of books, audio and visual media for Native American, Islam, Jewish, Pagan, Humanist/Atheist/Agnostic and Buddhist/Other Asian Umbrella Religious Groups (URGs). An electronic tracking database for all the books was created by PIOC workers in the Chapel.
- Provided individual counseling on a regular basis.
- Facilitated holiday activities including: Prison Fellowship’s Angel Tree and the Holiday Food Program.
- Provided PIOC in the Infirmary, Palliative Care and RH with counseling and devotions; made weekly rounds in the Infirmary; administered last rites to PIOC on death bed watch; and presided over funeral services.
- Offered three religious resource periods weekly for all religious groups to allow PIOC to access the chapel library.
- Offering pipe and drum along with smudging to the Native American URG.
- Hosted the Love >Than Hate lecture series with Dr. Buck Blodgett for all PIOC from any URG.
- The chaplain was able to procure the services of additional Catholic priests, as well as two bilingual priests with the help of the Milwaukee Archdiocese.

The Chapel continues to allow 50 PIOC in attendance for events.

Chapel Activities

- | | | |
|--------------------------------------|-----------------------|----------------------------------------------------|
| • Buddhist/Other Asian Service/Study | • Chaplain Counseling | • Native American Pipe & Drum/Smudging/Sweat Lodge |
| • Catholic Mass/Study | • Islamic Study | • Protestant Service/Study |
| • Pagan Service/Study | • Pastoral Visits | • Jewish Service/Study |

RECREATION

The purpose of the DCI Recreation Department is to provide a positive means for PIOC to pursue fitness and to build self-esteem through intramural athletics.

Recreation Activities

- Weightlifting
- Stationary Bikes
- Gym/Track running/Walking
- Various board games
- Hobby crafts
- Musical instruments
- Basketball/Softball
- Hacky Sack/Bean Bag Toss
- Soccer/Kickball/Volleyball
- Frisbee

Recreation Opportunities:

The recreation schedule is operating as it did prior to COVID and allows all units to be able to attend recreational activities multiple times per week. This means the number of PIOC who attended recreation increased greatly back to pre-COVID numbers. A General Population soccer league was new to DCI this year. In addition, multiple board games were purchased for all of the housing units to alleviate idle time. Monopoly, Trivial Pursuit, Sorry, Trouble, Risk, Life and Clue were delivered to all the housing units in July 2022 and replaced as needed throughout the year. Lastly, we were able to order all new weight machines in June 2023 which were installed in July 2023.

PIOC Attendance:

Gymnasium = 67,978 PIOC

Outside recreation = 44,486 PIOC

LEISURE TIME ACTIVITIES

DCI provides opportunities for GP PIOC to participate in hobby-related activities to promote positive constructive use of leisure time.

Hobby:

Hobbies are leisure time activities for PIOC in the Hobby Department and/or in their cells and are offered exclusively to GP PIOC. PIOC can purchase hobby supplies through approved vendor catalogs. Hobby is open about 15 hours per week during afternoon and/or evening hours to accommodate PIOC work schedules.

A DCI Social Worker now facilitates and supervises arts and crafts donations as a community service. Hobby projects were completed by PIOC volunteers and donated to several organizations including the WCA auction, Deputy Warden's conference, various local non-profit agencies and Social Service organizations and lastly, the DCI Palliative Care program. In addition, both art and crochet classes are held for PIOC.

Every year donations are solicited to the community for yarn; however, donations have been down. The institution continues to purchase yarn for use in community service projects by using funds created by PIOC-generated revenue.

Music:

Musical instruments may be used in living quarters, the Chapel, outside recreation and while in the Hobby Department. While in the Hobby Department, PIOC can view instructional materials, clean and repair instruments.

LIBRARY

The DCI Library provides PIOC with recreational, educational, and legal research materials through both its lending and Law Library space. Both the libraries are open Monday through Friday, 7:30 a.m. from 5:00 pm. There are two Librarians on duty to assist.

The Library houses approximately 20,000 items. This includes fiction and nonfiction, sections devoted to reference materials, science fiction, fantasy, western, easy readers, books in Spanish and large print books. We have eliminated our magazine and newspaper offerings and have re-allocated the resulting funds in our budget for buying more bound fiction and non-fiction titles. Lastly, each month themed bulletin boards were created by the

librarians with assistance from their PIOC workers to educate, create a sense of community, and to celebrate diversity among the PIOC population at DCI.

The Law Library has ten computers, which provide PIOC access to the Westlaw database. There is a PIOC clerk available to assist with legal research. The Library has two typewriters and four computers that are designated for PIOC who are viewing digitally formatted legal materials (DFLM). In addition, the Library has added two stand-alone computers and two stand-alone printers for PIOC to complete legal or re-entry work on. There are also Law Library computers located on the RH and Infirmary Units. Photocopy and notary services are also provided to PIOC.

Notable donations to our Library this year have come from PIOC and DCI staff, as well as ongoing monthly donations from the West Bend, Horicon, Brownsville, Kewaskum, Randolph, Oakfield, Fox Lake, and Moraine Park Technical College libraries.

Highlights of Library Services in FY23

- Weeded and acquired hundreds of new library items in order to maintain a contemporary and relevant collection.
- Maintained our participation in the Interlibrary Loan Program (used by General Population PIOC only).
- Created an informational brochure to help incoming PIOC use the Law Library. It is placed in their incoming portfolio that they receive on unit 19.
- DCI used to receive a few flash drives and CDs containing PIOC's Digitally Formatted Legal Material each month. Now, we receive dozens of them monthly. We have purchased oversized shelving units in order to store the 100s of CDs and USB storage devices that PIOC are currently using to assist with their legal research here.
- We have increased the amount of Law Library time that GP PIOC receive each week, as well as the amount of time they receive in our lending library to an hour per day for each running Monday through Friday.
- We have reinstated the Will-Call pass list for the lending library, in order to help mitigate climate issues caused by PIOC who have not received reading materials due to having recently transferred out of Intake status or having returned from trips out of the institution to court dates, medical appointments, etc.

Library/Law Library Usage Statistics:

Approximately 56,000 checkouts

Approximately 18,243 PIOC used General Library

Approximately 8,673 PIOC used Law Library

Approximately 26,016 PIOC used Library services

FOOD SERVICE

The Food Service Department consists of a Main Kitchen and Bakery. Food is served by insulated trays for in cell feeding on all units.

Food Service operates from 4:00a.m. – 6:00p.m., seven days a week for 365 days a year. We are staffed with one Administrator, one Manager, 10 Correctional Food Service Leaders 2, 2 Correctional Food Service 3, Officers, and 143 inmate workers in the main kitchen. There is a Serv/Save certified staff member on at all times; they are Serv/Save certified in food sanitation and safety.

Following a master four-week menu that is served at institutions state-wide, staff, PIOC, and youth are enjoying the benefits from a heart healthy (low fat, low cholesterol, high fiber) diet, following the USDA Dietary Guidelines for America. PIOC health and nutrition changes emphasized reducing fat, sodium, and sugar calories, while increasing fruit, vegetables, and soy protein consumption, along with increased physical activity.

Food service is serving approximately 5,100 meals per day; 1,861,500 meals a year. Our bakery makes about 169,227 servings of bread per year, about 58,171 gallons of milk, about 51,000 pounds of onions and about 42,360 pounds of lunch meat were served during FY23. When we make a casserole, we make 110 gallons per meal. Food Service prepares approximately 90 various medically prescribed and religious diets.

DCI has three gardens and grows a variety of vegetables. The department processed approximately 13,094 pounds of produce for the fiscal year; this has reduced the purchasing of some vegetables and canned tomato products.

HEALTH SERVICES

Primary Care

The primary mission of the unit is to provide medical, dental, and psychiatric screenings for male inmates entering the Wisconsin DOC. The secondary mission is to provide health services to the approximately 239 permanent and 1,178 transient inmates. The Primary Care Unit provides health coverage to the DCI inmate population 16 hours per day, seven days per week. Emergency care during the night shift is provided by Infirmity healthcare staff.

- Completed 6,261 physical exams
- Completed over 58,174 healthcare appointments and sick calls (MD, NP, MA, and RN)
- Completed 11,774 optometry appointments which includes initial screening, optical exam, and any optical follow up
- Completed 193 OCT optical exams at other institutions
- Performed 1,328 x-rays and ultrasounds
- Total off-site specialty clinic visits = 880
- Total number of dental visits = 8,912
- Dental exams and treatments = 4,978 (up from 157 due to the collaboration of the weekend dental team and the dialysis techs)
- Dental cleanings/hygiene = 161
- DCI Oral Surgeon Clinic appointments = extractions 351
- Dental x-rays = 4,168 (down from 16,310 since the panoramic machines became operational and multiple individual x-rays per patient are no longer needed)
- 18,261 COVID swabs

Dialysis Unit

The DCI Dialysis Unit continues to operate on a Monday-Wednesday-Friday schedule from 5:00 a.m. – 3:30 p.m. as well as providing 24/7 on-call access. The DCI Dialysis team provided nephrology services for 12 hemodialysis patients this last fiscal year and performed 662 hemodialysis treatments. Dialysis staff also provided direct patient care, education and monitoring for 3 peritoneal dialysis patients at DCI and FLCI. Peritoneal dialysis is facilitated by Dialysis RN staff and performed by PIOC patients themselves on their housing unit each day. DCI and FLCI dialysis units continue to collaborate on patient care and staffing needs.

Dialysis staff coordinated care for an upcoming transfer of peritoneal dialysis patient to OCI to accommodate required programming needs.

The Dialysis team collaborates with UW Transplant to complete evaluations for renal transplants. We did not have any dialysis patients receive a kidney transplant this fiscal year.

The Dialysis team collaborated with Department of Community Corrections, DCI and FLCI Social Services and outside providers, to secure admissions to community dialysis centers and nephrology services, ensuring medical benefits and continuity of their post release medical care. On-site nephrology services were provided by Fox Valley Nephrology Partners.

The Dialysis Unit continues to collaborate with Security, Psychological Services, Prime Care, DCI Infirmery, and community medical resources to provide professional, safe, and effective renal care and education for the diverse, Department of Adult Institutions, patient population.

Infirmery Unit

The DCI Infirmery Unit continues to provide care for those patients requiring 24-hour or sub-acute nursing care, which facilitates a team nursing model of care to meet the needs of the various demographics and diagnoses of the unit's population. The Infirmery staff continues to provide quality healthcare to a diverse patient population in collaboration with Security, PSU, Psychiatry, Physical and Occupational Therapy.

The DCI Infirmery was approved for a project to update the Nurse Call system to enhance patient and staff safety and meet community standards.

The Palliative Care Program continues to provide a valuable service to patients with terminal illnesses, providing comfort and symptom management, when release to the community is not possible.

Capacity:	55	Discharged to community:	4
Average daily census:	36	Discharged to DOC:	102
Admissions—male:	130	Non-palliative care deaths:	2

PSYCHOLOGICAL SERVICES UNIT

The mission at DCI is to identify and assess mental health issues in order to provide information to Offender Classification Specialists, Security, PRC, Social Workers, and HSU regarding placement and treatment recommendations. Psychological services are also provided to inmates who are in emotional crisis.

- Screened 6,294 men.
- Completed approximately 10 full psychological assessments to determine treatment and placements needs.
- Completed 66 referrals for mental/emotional stability and need for special placement and treatment.
- Completed approximately 6 Gender Dysphoria evaluations.
- Completed 0 Emergency Detention.
- Completed approximately 184 WSPF evaluations to determine appropriateness for WSPF placement.
- Completed approximately 490 evaluations to determine appropriateness for minimum custody/PDCI placement.
- Completed 141 Mental Health Summary for Interstate Compact requests.
- Completed 130 Psychology Input for Security Decisions requests.
- Responded to 38 PREA referrals.
- Reviewed 163 files for appropriateness for transfer to county jail contract beds (started May 15, 2023)
- Reviewed 424 county Jail reports – 75 required clinical follow-up.
- Reviewed 54 files for appropriateness for Dual Diagnosis AODA programming.
- Reviewed 23 files for Mental Health Pre-Release Summary.
- Provided ongoing clinical monitoring for roughly 760 inmates (with 105 on high monitoring) at any one given time.
- Request for crisis intervention averaged 26 per day; 6,750 for the year.
- Placed approximately 258 inmates in observation and 30 in restraints.
- Placed approximately 160 inmates on Special Management Unit (SMU).
- Managed weekly Multidisciplinary meeting – usually attended by 5 or 6 PSU Clinicians.
- Weekly Restricted Status Housing Unit rounds – averaged 42 cell-side contacts per week.
- Involved in 2 guardianship processes and 1 POA processes.
- Provided internship for 4 Psychologist interns.
- Dispersed 98 records to appropriate parties after proper release of information was obtained.
- Performed 73 PIOC file reviews after proper release of information was obtained.
- Scheduled 27 court-ordered and Social Security Disability evaluations for outside Psychologists.

Sex Offender Assessment Program (SOAP)

- Performed 433 full SOAP assessments, 527 SOAPs needing brief assessments, 137 Re-evaluations, 114 Child Pornography assessments, and 49 Historical Sex Offense assessments. Completed 12 reviews for visiting list approvals/denials. 320 SOAPs were deferred to the receiving institutions.
- Provides comprehensive assessment of specific treatment needs of inmates convicted of current or past sex offenses.
- May also assess treatment needs of inmates allegedly involved in criminal sexual behavior of which they have not been charged or convicted.
- Identifies specific treatment needs by addressing sexual pathology, AODA issues, dangerousness, mental status, risk of sexually re-offending.
- Components of SOAP include: orientation, sexual history and interest survey, Shipley (to measure intelligence level), individual interview.
- SOAP report contains description of offense, inmate's arrest history, substance abuse/mental issues, history of sexual acting out, significant background information, SOAP testing results, and programming recommendations.

SOCIAL SERVICES

The Social Services Department provides direct services to PIOC housed at DCI in the areas of case management, group facilitation, and release planning. Social Services strives to meet the needs of those housed at DCI and enhance social functioning by assessing criminogenic needs and creating comprehensive case plans.

DCI has four Social Workers who provide services to General Population PIOC and Reception Releasing PIOC and one Infirmery Social Worker.

Offered Alcoholics Anonymous (AA) programming for GP and Reception Status PIOC. Two weekly meetings are held with approximately 60 PIOC attending.

- Social Workers completed 57 Case Plan Interventions for PIOC determined to be low risk to recidivate based on their COMPAS assessment. Case Plan Interventions for Substance Use Disorder (SUD), Cognitive Behavioral Programming (CBP), Anger Management and Domestic Violence Counseling (DVC) were offered
- Nine PIOC completed Domestic Violence Counseling
- Seven PIOC completed Anger Control Programming
- Ninety PIOC attended Financial Literacy program which is facilitated by Royal Credit Union
- Social Workers completed approximately 310 reclassification reports and case plans
- Coordinated 7 tours of DCI for community partners, students, and DOC staff
- Social Workers release planned with approximately 350 PIOC who either released from DCI or were transferred from DCI prior to their release to the community
- Provided victim services to PIOC who reported a PREA incident
- Processed 24 special and extended visits
- Social Workers and Corrections Program Services for Social Services attended the Multi-Disciplinary Meeting on a rotating basis

RESTORATIVE JUSTICE/COMMUNITY SERVICES

- A Leroy's Meat fundraising event was coordinated with a total of \$666.50 raised to benefit Feeding America.
- A Fleet Farm fundraising event was coordinated with a total of \$1,473.24 raised to benefit the Love>Hate Project.
- A Dominoes fundraising event was coordinated with a total of \$1,316.45 raised to benefit New Beginnings Homeless Shelter of Dodge County.

- A Kwik Trip Ice Cream fundraising event was coordinated with a total of \$563.23 raised to benefit the Solutions Center in Fond du Lac
- National Crime Victims' Rights Week was observed April 24-30.
- Volunteer Appreciation Week was observed April 17 – 23. On April 20, a Volunteer Banquet was held to express our gratitude to those who donate their time to volunteer at DCI.
- Domestic Violence Awareness Month was observed in October. Staff collected needed items for PAVE a local Domestic Violence & Sexual Assault Shelter.
- With the creation of Crochet and Drawing classes, DCI has been able to donate numerous items (blankets, tote bags, catheter and wheelchair bags, stuffed animals, hats, scarves, gloves, cards) to area community shelters, community organizations, nursing/assisted living facilities, and U.S. Troops.

SUPPORT SERVICES UNIT

Support Services provides word processing and clerical support to all departments at DCI. It is the copy center for the institution and processes requests for printing projects for various departments. Two full time support staff produced a wide range of documents, spreadsheets, certificates, reports, and labels. In addition, Support Services also:

- Processed visitor questionnaires and maintained the visiting lists for PIOC in general population
- Completed background checks on volunteers and visitors
- Collected and distributed mail for the Social Services Department
- Completed meeting minutes for the monthly Social & Support Services Meeting
- Maintained the DAI Volunteer Database and Volunteer Folder for DCI volunteers. Support Services ensured that all volunteers on our standing memo and new/incoming volunteers are following orientations and fingerprints
- Processed and scheduled pastoral, professional, and special/extended visits
- Created the Weekly Bulletin, production and distribution of institution signage
- Maintained a supply of forms for housing units and departments
- Processed Social Security card, birth certificate, and state ID applications for PIOC releasing to the community
- Posted job changes for PIOC and ensured appropriate paperwork is routed
- Coordinated large duplicating projects such as PIOC handbooks
- Planned and coordinated the Social Services Fundraisers

BUSINESS OFFICE

The Business Office performs the financial accounting and purchasing functions required to provide supplies and services to department staff and PIOC. Business Office staff manage the PIOC trust accounts. Canteen, warehouse, and laundry operations are overseen by the Business Office.

- Purchasing staff processed approximately 121 contract and special purchase orders to vendors and processed approximately 2,173 purchasing card transactions
- Accounts payable staff processed 1,596 DCI invoices; 31 canteen invoices; and 1,826 employee travel transactions
- Staff processed electronic deposit transactions totaling \$4,273,212.67. In addition, staff processed the bi-weekly PIOC payroll of \$262,411.99 for the fiscal year
- Profits from contracted canteen were used to purchase supplies and equipment for the recreation, visitor, and religious programs. Canteen staff consists of one inventory control coordinator and two PIOC workers
- Stores/Warehouse staff consist of one inventory control coordinator, one correctional officer, and one PIOC worker. They maintained a monthly inventory of over \$300,000; processing orders from all departments and housing units on a weekly basis
- Information technology access and equipment, staff and PIOC phone communications problems, and employee and visitor photo IDs are managed through the Business Office

MAINTENANCE

The DCI Maintenance Department is responsible for the repair and maintenance of all building and mechanical systems including electrical, plumbing, heating, air conditioning, ventilation, refrigeration and communication equipment, grounds keeping, and building envelope.

This year's larger projects included:

- Continue perimeter lighting repairs and LED upgrades.
- Ongoing project in the infirmary (Nurse on Call).
- Medical oxygen project on the dock is complete.
- Continue to install new camera viewing stations.
- Barracks project is in design stage.
- Hydronic loop repairs are in design stage.
- Office addition in Prime Care is in design stage.
- Scanning project for medical records.
- Rebuilding both truck gates.